

## **RESOLUTION 4-2016**

### **A RESOLUTION SETTING COUNTY OFFICE HOURS**

**WHEREAS**, per MCA 7-4-102, the Board of Commissioners must establish the business hours of County offices, and

**WHEREAS**, unless otherwise provided by law, each officer shall keep the officer's office open for the transaction of business during the office hours determined by the governing body by resolution after a public hearing and only if consented to by any affected elected county officer Monday through Friday except legal holidays, and

**WHEREAS**, the County Treasurer may, in the interest of the safekeeping of funds, securities, and records under their control, close their offices during the period from noon to 1 p.m. every day.

**NOW THEREFORE, BE IT RESOLVED** by the Madison County Board of Commissioners that all elected County officials will keep their offices open for business from 8:00 a.m. until 5:00 p.m. Monday through Friday except legal holidays.

**BE IT FURTHER RESOLVED** that the County Commissioners' regular office hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday except legal holidays or when the Board is conducting a legally noticed meeting in a different location or if otherwise noticed.

**BE IT FURTHER RESOLVED** that all other offices under the jurisdiction of the Board of Commissioners will be open for business from 8:00 a.m. until 5:00 p.m. Monday through Friday except legal holidays unless permission to vary from these hours has been granted by the Board of Commissioners and the closure has been legally noticed.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 25th DAY OF JANUARY, 2016.

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DAVID SCHULZ, CHAIRMAN

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RONALD E. NYE

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JAMES P. HART

ATTEST: \_\_\_\_\_  
Kathleen Mumme  
Clerk and Recorder